



Peabody Council on Aging

PETER A. TORIGIAN COMMUNITY LIFE CENTER
79 CENTRAL STREET
PEABODY, MA 01960
Telephone: 978-531-2254
Fax: 978-531-7176
www.peabodycoa.org



Job Title: Van Driver

Department: Council on Aging

Full-Time: 40 hours/week

Salary: \$20.52 per hour

Summary

Drives bus to transport passengers over specified routes to local or distant points according to time schedule by performing the following duties.

Essential Duties and Responsibilities:

(Include all the following and other duties may be assigned.)

- Assists passengers up and down stairs and with parcels.
- Regulates heating, lighting, and ventilating systems for passenger comfort.
- Complies with local traffic regulations.
- Delivers Meals on Wheels when needed.
- Reports delays or accidents.
- Keep the vehicle clean.
- Knowledge to read maps.
- Available for extra duty – early mornings, nights, holidays and weekends.
- Keeps daily statistics.
- Loads or unloads baggage.

Dispatcher Duties

- Schedule appointments.
- Answer telephone.
- Use radio to assign pick up of passengers.
- Data entry.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess the following:

- CDL license with passenger endorsement.
- Good driving record
- Training will include the Certificate of Sensitivity, PAT (training for wheelchair equipped vans) and Defensive Driving. First Aid / CPR preferred. DPU License desired. Ability to listen and carry out directions.

Education and/or Experience

High school diploma or General Education Degree (GED); or one to three months related experience and or training; or equivalent combination of education and experience.

Language Skills

- Ability to read.
- Ability to print and speak simple sentences.

Mathematical Skills

- Ability to add and subtract.
- Ability to perform these operations, using units of American money and weight measurement, volume and distance.

Reasoning Ability

- Ability to apply common sense understating to carry out simple one or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

Physical Demands

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear.

Posting Date: October 18, 2023

Qualified candidates please apply before Friday November 3, 2023. Mail application or resume to the Torigian Senior Center 79 Central Street, Peabody, MA 01960; via email to Carolyn Wynn at cwynn@peabodycoa.org; or via fax 978-531-7176